

PHOTOCOPY REQUEST

LICENSING

RE 356B (Rev. 4/12)

INSTRUCTIONS

- Unless subpoenaed, only Licensees may receive photocopies of their records.
- Complete information below.
- Type or print clearly in ink.
- Hand deliver or mail completed request to the appropriate district office:

FR — 2550 Mariposa Mall, Suite 3070
Fresno 93721-2273

LA — 320 W. 4th St., Suite 350
Los Angeles 90013-1105

SAC — 2201 Broadway (*by mail*: P.O. Box 187000)
Sacramento 95818-7000

SD — 1350 Front St., Suite 1063
San Diego 92101-3687

OAK — 1515 Clay St., Suite 702
Oakland 94612-1462

COPYING FEES**1. Readily available records**

- No charge for:
 - 10 pages or less
 - a single copy of the most recent subdivision public report
- 10¢ per page
- *Note*: If requesting large amounts (more than 50 pages), please consider providing a “copy service” as an alternative to DRE copying fees.

2. Certified photocopy

- \$5.00 per request

3. Subpoenaed records

- 10¢ per page plus \$16 per hour for clerical costs
- 20¢ per page plus \$16 per hour for clerical costs for documents created from microfilm

Acceptable payment methods — Cashiers’ check, money order, check or credit card

- Make check or money order payable to:
Department of Real Estate
- If paying by credit card, submit a completed Credit Card Payment (RE 909) form.

Note: Allow 2-4 weeks for delivery.

REQUESTOR INFORMATION

NAME

MAILING ADDRESS

TELEPHONE NUMBER

LICENSE ID NUMBER

BIRTHDATE

SOCIAL SECURITY NUMBER (LAST 4 DIGITS)

RECORDS MUST BE CERTIFIED

☐ NO ☐ YES-*Refer to fees*

LICENSEE SIGNATURE

**Description of records to be photocopied**

NAME

CASE NUMBER, FILE NUMBER, ETC.

OTHER IDENTIFYING INFORMATION (*EXAMPLE*: CHANGE APPLICATION DATED 9/09/04 OR RENEWAL APPLICATION DATED 2/23/96)**DRE ESTIMATED CHARGES****Non-subpoenaed records**

Estimated Pages
 @ 10¢ per page\$
 plus Certification Fee (if requested).....\$
 Total Estimated Charges\$

Subpoenaed records

Number of Pages.....
 @ 10¢ per page\$
 Number of Pages.....
 @ 20¢ per page (from microfilm)\$
 Number of Hours
 @ \$16 per hour *\$
 Other Actual Costs.....\$
 Total Charges\$

* Minimum Charge – \$4 for ¼ hour or fraction thereof.

Note to DRE staff: All requests are processed by the Licensing Information Section. If paper copy is from a licensee masterfile, this document will be imaged after the request is completed.